



THE TRANSFORMER

NASA Dryden's IFMP Newsletter

January 2004

"To exist is to change, to change is to mature, to mature is to go on creating oneself endlessly." – Henri Bergson

Highlights

Core Financial – The Online Quick Reference Guide (OLQR) contains walk-throughs for SAP user procedures, a glossary, job aids, and common error messages. Creating a new Purchase Requisition? Wondering if any process has changed? To access the OLQR, type <https://access.ifmp.nasa.gov> in your web browser and select the "Online Quick Reference" link.

WebTADS – Thanks to everyone for getting their time and attendance data input in a timely manner during the holidays!

We've been getting a lot of questions regarding Prior Pay Period Adjustments (PPAs) so we'd like to provide more information on them. You can input PPAs in Web TADS for three pay periods prior to the current pay period. Any adjustments prior to that must be done with a paper form DFRC-17. The form is located at: <http://dfrcids.dfrc.nasa.gov/e-forms/portal/>

The cycle for these adjustments is different than the biweekly pay cycle. PPAs must be input and approved by your supervisor by COB Tuesday of the second week of the current pay period in order to be included in the current pay period. For example, for the pay period ending 1/24/04, timesheets must be certified by Friday, 1/23 at 2:00. However, PPAs that will be included in the pay period ending 1/24/04 must be approved by COB Tuesday, 1/20. Please keep this information in mind as you request PPAs. Thank you and happy 2004!

Budget Formulation and Full Cost – Budget Formulation Release 0.5B (Center functionality) is on schedule for February 2004. Additional functionality will be available to the Center to perform Planned versus Actual, Institutional Construction of Facilities (C of F), and Global Recompute. Release 1.0 (Agency functionality) is scheduled to be operation in May 2004.

Information Sessions – Coming Soon! We will be hosting Center-wide information sessions regarding FC and the BF Release 0.5B additional functionality very soon. You'll be invited via email from IFMP. Stay tuned for more details.

Business Warehouse – The BW Project Leads received a tremendous amount of feedback regarding report requirements from the organizations affected by Core Financial and / or Budget Formulation. The Project Leads are currently in the process of analyzing and validating the received report requirements so that organizations will be able to see their financial data represented in the most relevant report format possible. Thank you to the BW User Group members for gathering and submitting the report requirements for their respective organizations! We appreciate your participation!

BISS Bits

The BISS Help Desk has been busy supporting IFM end-users with Travel Manager, Core Financial, WebTADS and Budget Formulation. Do you need your password reset? Have a how-to question? Have you recently had a shift in duties and your access requirements have changed? As always- the BISS Help Desk support staff is ready and willing to assist with and coordinate resolution of calls. **For assistance, please call X2477.**

Training Opportunities

Targeted, End-User Budget Formulation / Full Cost Training – Workshops are currently in progress for individuals who have received training based on their role(s). These workshop sessions are focused on the entry of planning data into the BF system. FY2004 data (using the BY2005 budget submit, NBS process 340) is being entered as a baseline for the BY2006 submission.

Training for Release 0.5B functionality and Center Report Viewer training is still on target for Spring 2004. Release 0.5B training will encompass Institutional Construction of Facilities (C of F), Plan versus Actual, Business Rules, and Global Recompute. More details will follow.

Business Warehouse Training – Business Warehouse training is coming your way soon! Training is schedule to commence in February / March 2004 and will be provided to all Core Financial and Budget Formulation users. Stay tuned for more details.

If you have any questions about any of the training indicated above, please contact anyone on the Change Management Team: Terrence Montgomery (x 6120), Angela Ritchey (x7983), or Jaime Fernandez (x5991).

The Spotlight

The Spotlight shines on the Dryden Learning Center (DLC) training support team, (Pam Walker, Mary Luke, and Frank Henzel).

Pam, the Senior Training Specialist and On-Site DLC Supervisor, began working at Dryden in 2003. Pam, an Air Force retiree, develops and analyzes training programs, in addition to instructing some of the courses offered at the DLC and serving on the Make Dryden Safer Committee. Pam enjoys working with children's charities, reading, and sewing.

Frank began working at Dryden in 2003 as a Training Specialist. Frank worked for the Federal Government for 33 years before retiring from the Department of Defense. Frank enjoys reading, gardening, woodworking, and being a grandfather. After living in the desert for 20 years, Frank had to move to the city before a rattlesnake bit him in his front yard!

Mary began working at Dryden in 2002 as a Training Specialist. Mary is a mother of two children so when she has free time she relaxes by reading and working on crafts. Although Mary has lived in the Antelope Valley for 20 years, she says she could do without the summers and misses the snow in the winters!

Of their IFM role, the team says they are "honored to contribute to its success and achievements" and "encourage requests for assistance in any way we can to facilitate full implementation of the IFM process". Thanks go out to Pam Walker, Mary Luke, and Frank Henzel for your outstanding dedication and support to the IFM Program!

December "Flying Pig" award winner is the BISS Help Desk

FYI - Agency IFMP Newsletter online!